

FIG. 1A

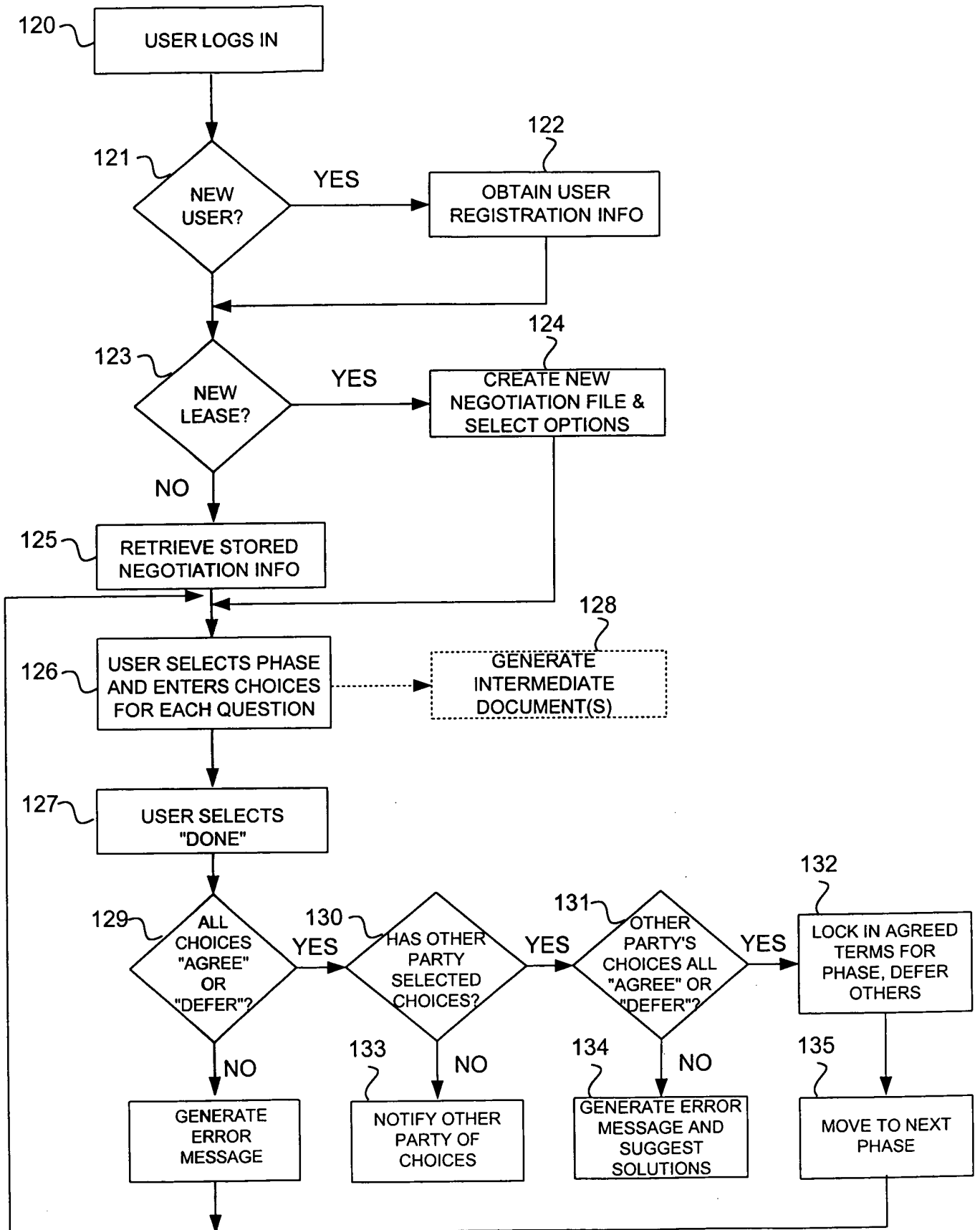


FIG. 1B

NEGOTIATE

CONFIRM LEASE PROPOSAL AND AGREE
UPON SCHEDULE

201

RESOLVE OUTSTANDING
BUSINESS ISSUES

202

AGREE UPON LEASE DELIVERABLES

203

DEFINE TENANT ENVIRONMENT

204

AGREE UPON LEGAL DOCUMENTS

205

OBTAIN APPROVALS AND
EXECUTE DOCUMENTS

206

EXECUTE

COMPLETE LANDLORD WORKS

207

COMPLETE TENANT WORKS

208

EVALUATE

ISSUE BEST PRACTICE REPORT

209

FIG. 2

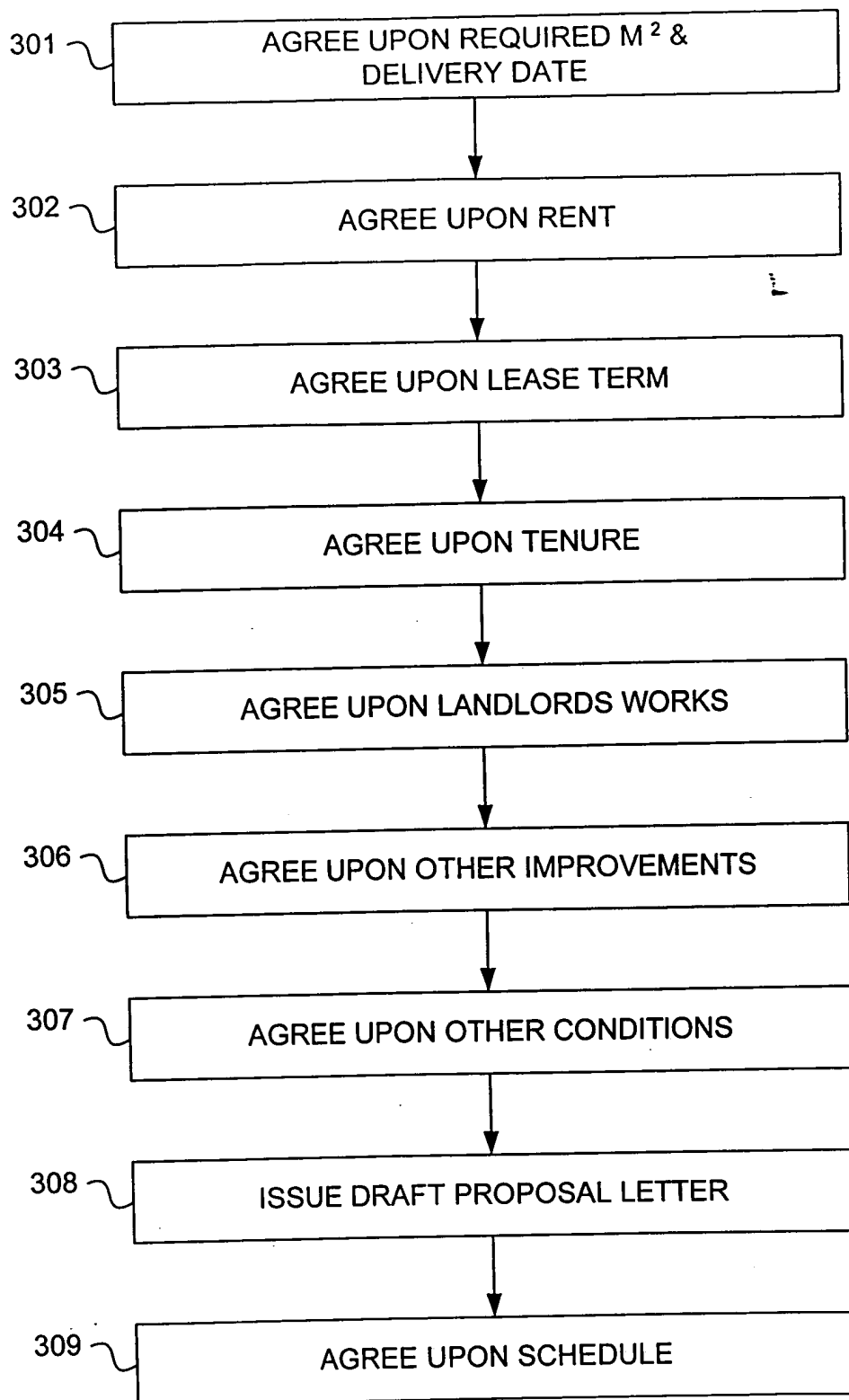


FIG. 3

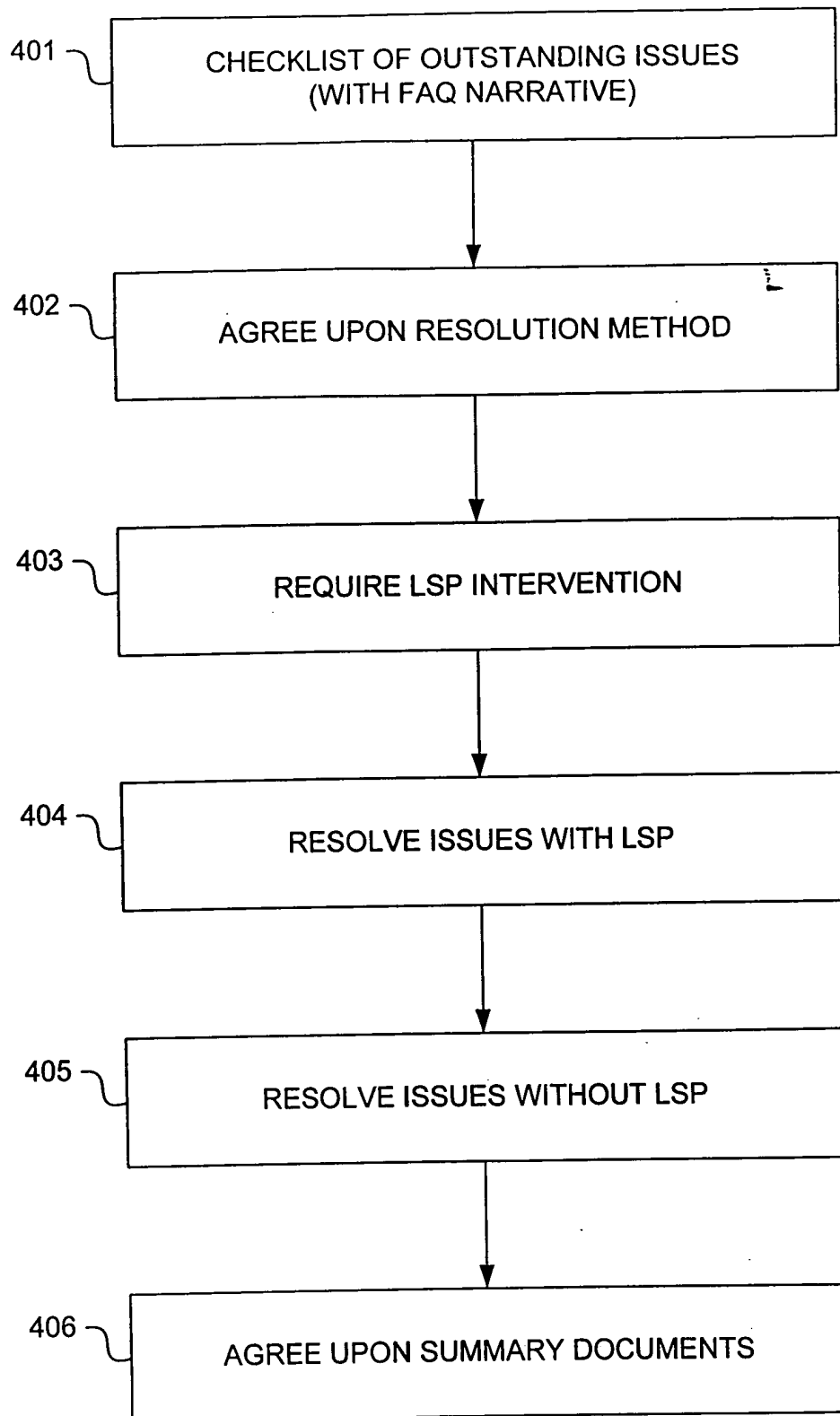


FIG. 4

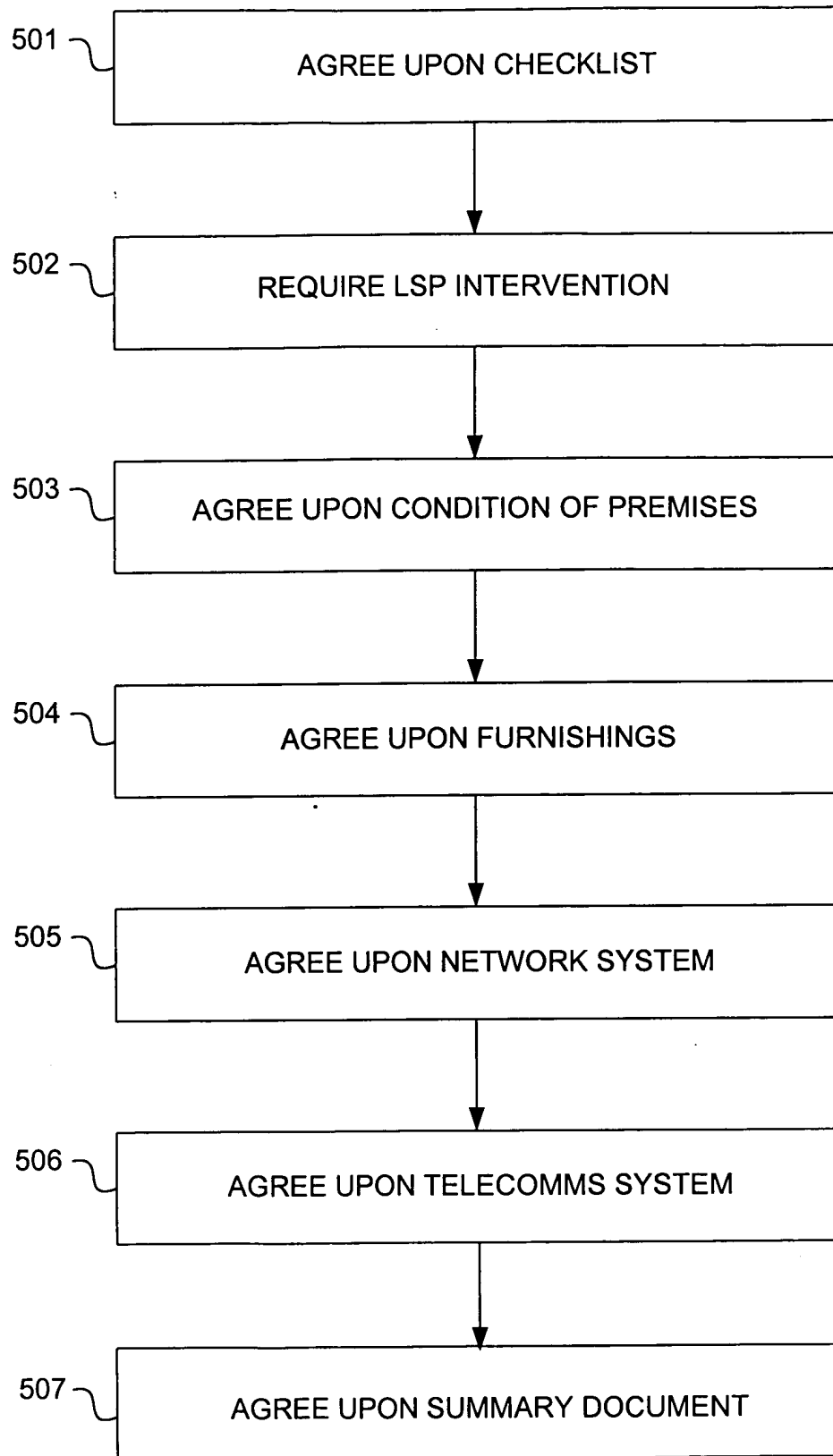


FIG. 5

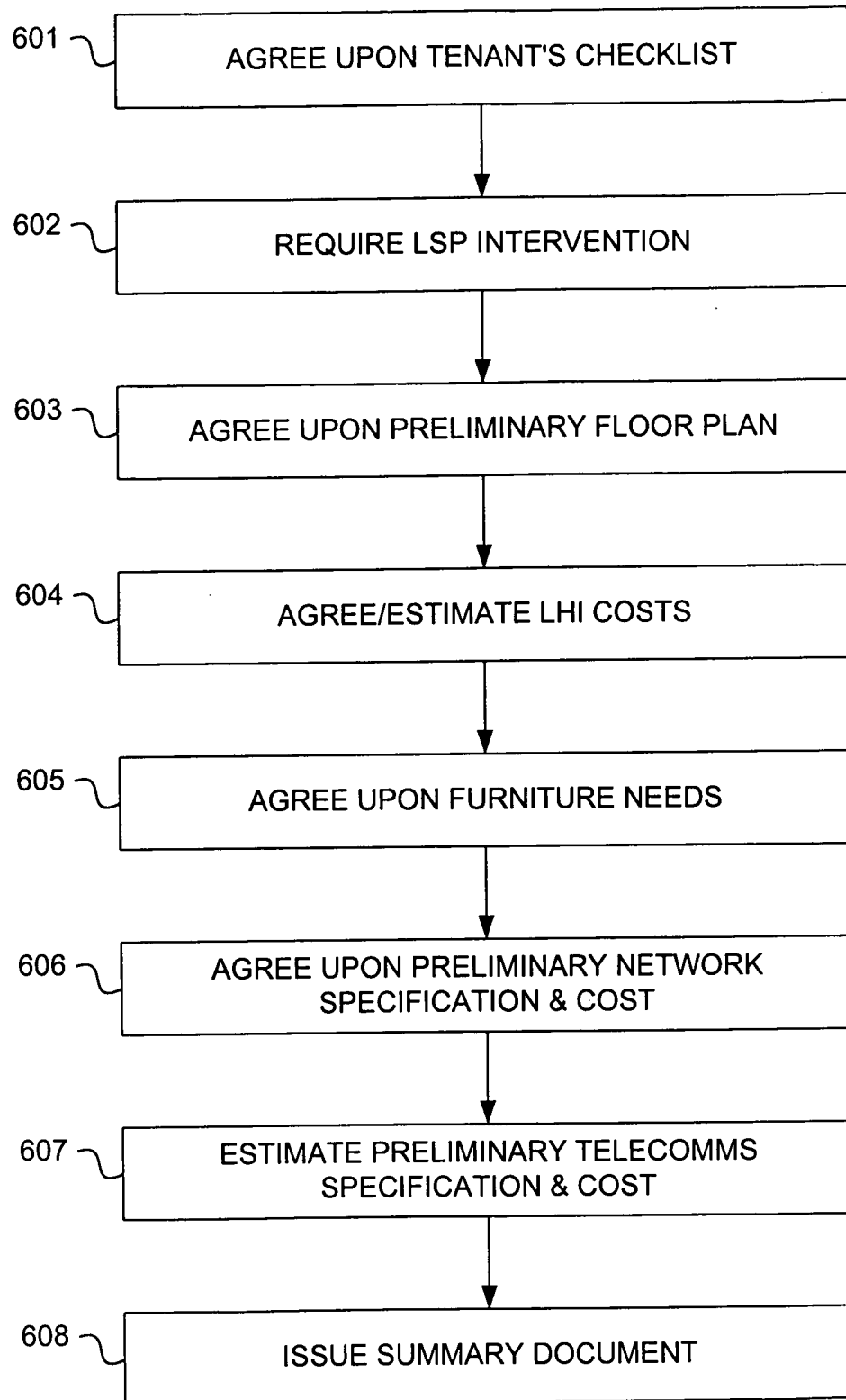


FIG. 6

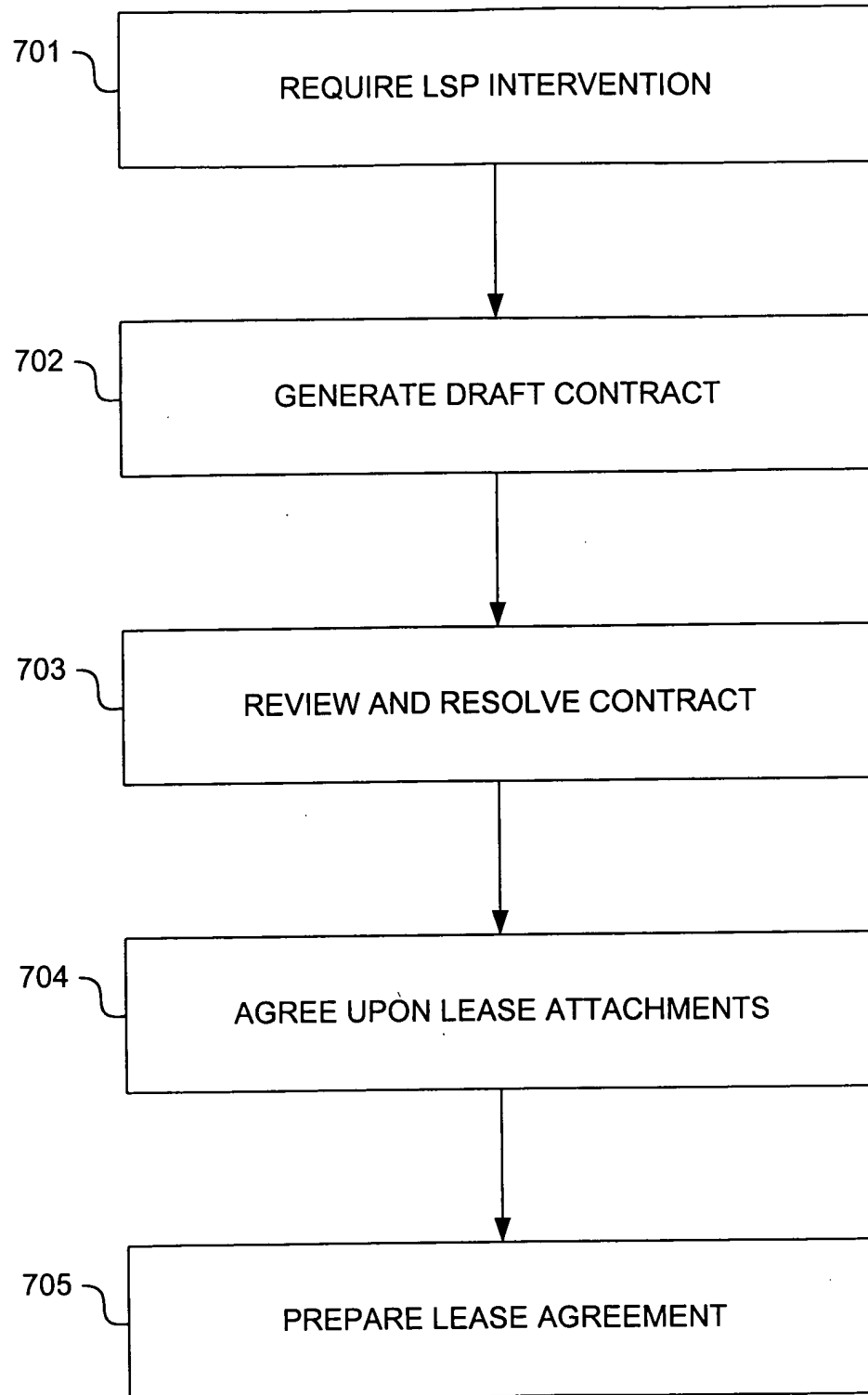


FIG. 7

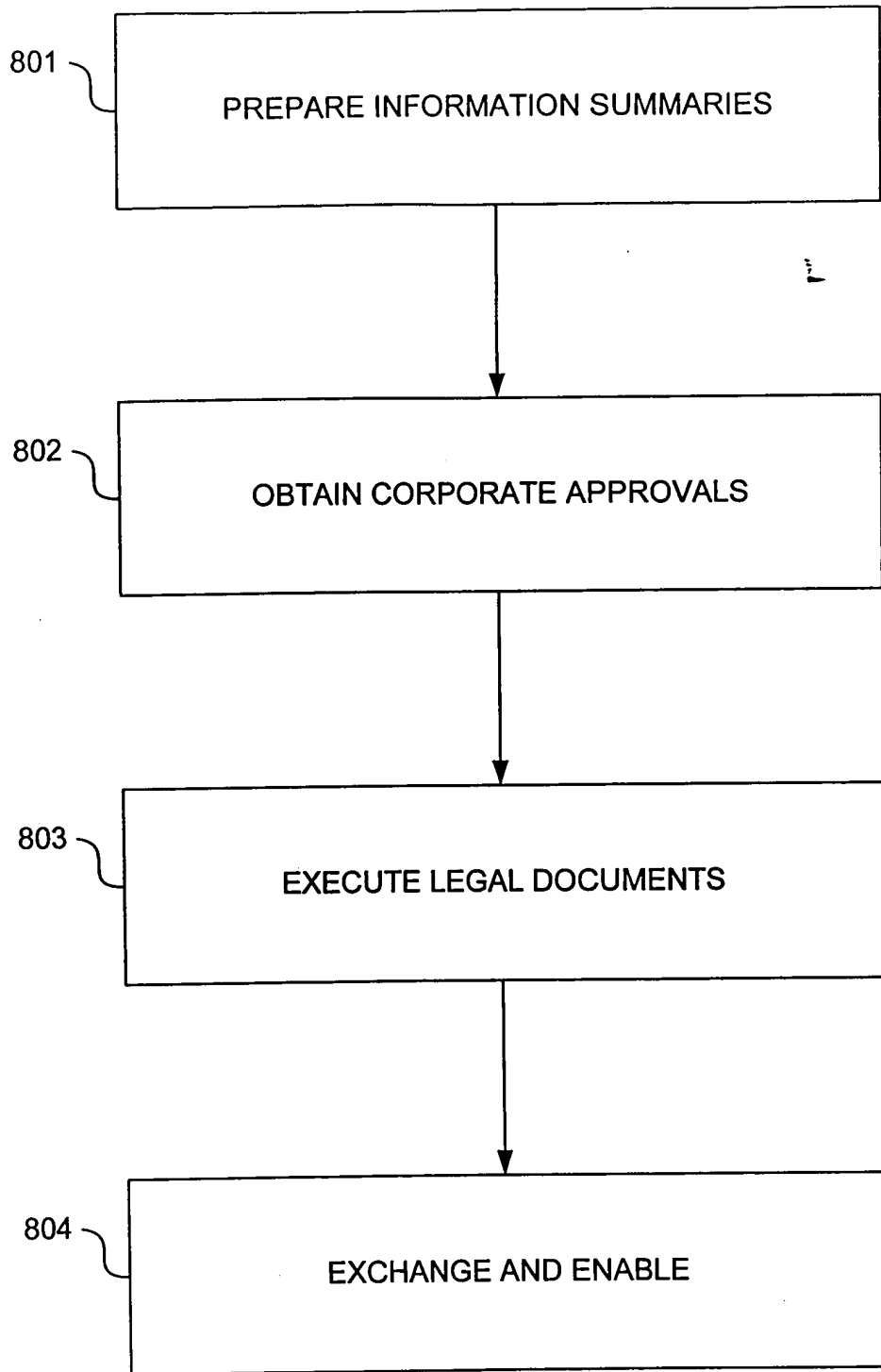


FIG. 8

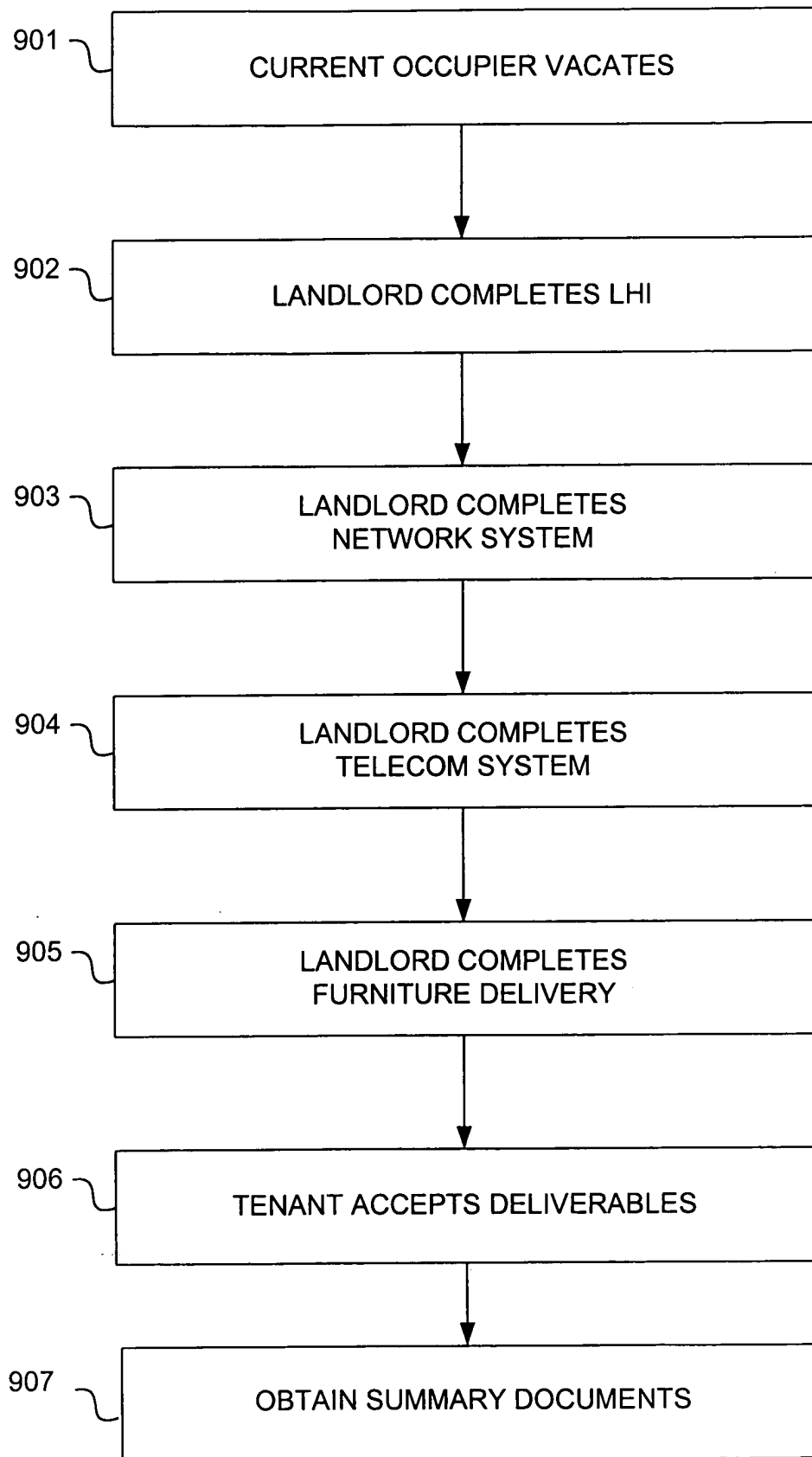


FIG. 9

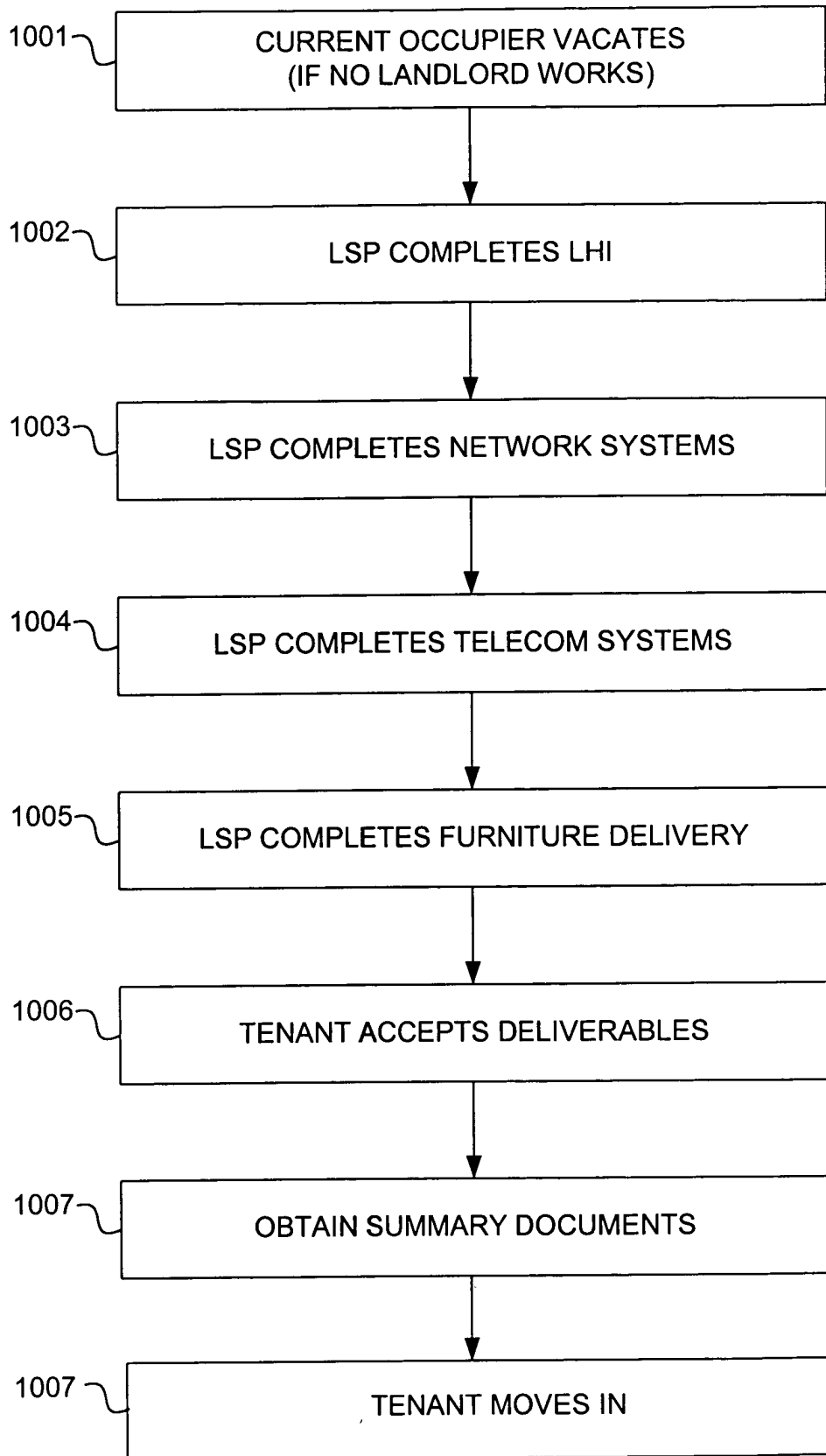


FIG. 10

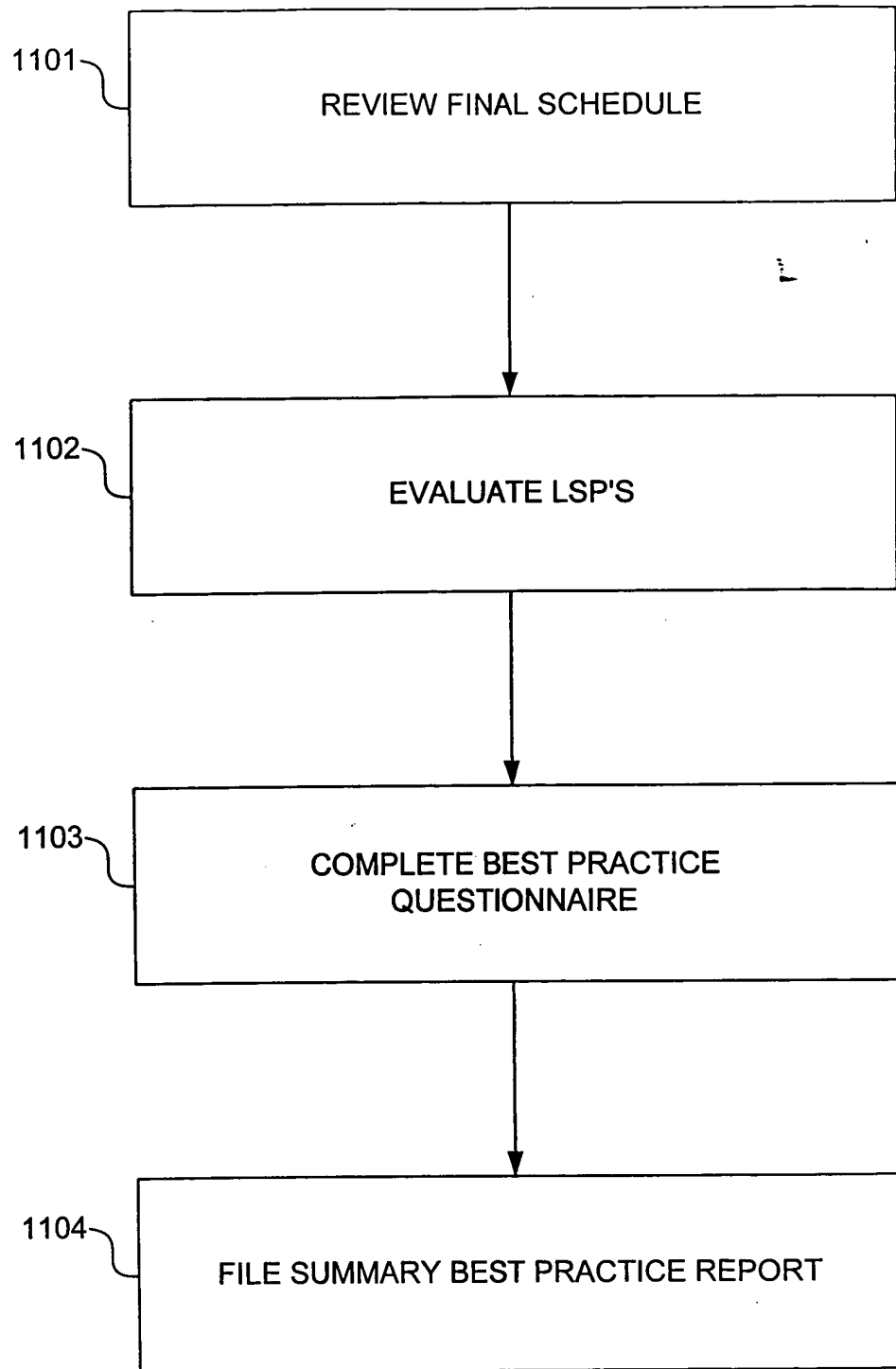


FIG. 11

Enter Project Number



- ▶ Instructions
- ▶ I. Confirm Lease Proposal & Agree Schedule
- ▶ II. Resolve Outstanding Business Issues
- ▶ III. Agree Lease Deliverables
- ▶ IV. Define Tenant Environment
- ▶ V. Finalize Legal Documents
- ▶ VI. Obtain Approvals and Execute Documents
- ▶ VII. Complete Landlord Works
- ▶ VIII. Complete Tenant Works
- ▶ IX. Issue Best Practice Report

1201

1202

FIG. 12

PHASE I: CONFIRM LEASE PROPOSAL AND AGREE SCHEDULE

LEASE PROVISION	TENANT	1308	VALUE	1309	LANDLORD
1. Required space Help 1301	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>	5000 FT ² (1538 M ²) COMMENTS: 1312		<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>	
2. Delivery date Help 1302	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>	JUNE 1, 2000 COMMENTS: 1313		<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>	
3. Rent per month Help 1303	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER <u>Details</u>	\$8,000 (E 7,940) COMMENTS: TENANT: CAN'T PAY MORE THAN \$7,500		<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER <u>Details</u>	
4. Term of lease Help 1304	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>	3 YEARS COMMENTS: LANDLORD: OPTION TO EXTEND 1 YEAR AT SAME RENT		<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>Details</u>	
VIEW LEASE PROPOSAL		DONE	NEXT SCREEN	1305	
				1306	
				1307	

FIG. 14

DETAILS: LANDLORD'S WORKS (PHASE I)			
DECISION	TENANT	VALUE	LANDLORD
1. Deliver on "turnkey" basis?	<input type="radio"/> AGREE <input type="radio"/> DEFER		<input type="radio"/> AGREE <input type="radio"/> DEFER
2. Deliver in "as-is" condition?	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER	1406	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
3. Agreed definition of landlord's works	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER	<div>LANDLORD TO PROVIDE CABLE TV ACCESS</div>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
4. Agreed landlord & tenant contribution to works?	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER	1407	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER
<div>VIEW LEASE PROPOSAL</div> <div>DONE</div> <div>COMMENT</div>			

FIG. 15

PHASE II: RESOLVE OUTSTANDING BUSINESS ISSUES			
ISSUE	TENANT	VALUE	LANDLORD
3. Rent per month	1505		
A. Resolve in user forum?	<div>0 MEET ON-LINE</div> <div>0 MEET OFF-LINE</div>	<div></div>	<div>0 MEET ON-LINE</div> <div>0 MEET OFF-LINE</div>
	1506		
B. Resolve using local service provider?	<div>0 SUGGEST BROKER</div> <div>0 SUGGEST APPRAISER</div>	<div>TENANT: Research average rents in area</div>	<div>0 SUGGEST BROKER</div> <div>0 SUGGEST APPRAISER</div>
	1507		
C. Resolve using mediation?	<div>0 suggest mediator</div>	<div></div>	<div>0 suggest mediator</div>
		<div>Comment</div>	
		<div>DONE</div>	

Issue Lease Proposal

TO:	
FROM:	
RE:	
DATE:	
Name of Recipient:	
Landlord or Current Tenant:	
Company Name of Tenant:	
Office Location:	
Size:	
Address of Proposed office:	
Current Measurement of Space:	
Lease Term:	
Rent:	
Lease Start:	
Rent Start:	
Rent Increase:	
Landlord's Work:	
Other Improvements:	
Break Option:	
Renewal Option:	
Expansion Option:	
Charges:	
Parking:	
Termination:	
Name of Sender:	

Back

Next

FIG. 16

Preview

Lease Proposal

TO: Robert Andrews

FROM: Joe Smith

RE: KPMG Boston

DATE: 6/16/2000

Dear Robert Andrews

The following is a proposal for the lease or sublease of offices of [insert name of landlord or current tenant] by [Company Name] at Leatherhead, England

Premises: circa 1000 m2 [compute sq. ft.] of rentable space on the 850 floor- of the xxxx building located at [insert address]. Space to be measured based on [current measurement of space or prevailing market practices].

Lease Term: [insert number of years or months]

Rent: \$400 per m2

Lease Start: [insert date for commencement of the lease]

Rent Start: [insert date for start of rent if after Lease Start]

Rent Increase: [insert CPI/indexation if any or other rent increase]

Landlord's Work: [insert condition in which landlord is to deliver the office premises if the landlord is responsible to make any alternations, linking if required to a separate document that describes the works, and whether the cost is paid by the landlord, paid by the tenant, or shared between the parties]

Other Improvements: [insert other improvements provided by landlord in the premises including furniture, network systems or telecommunications systems, , linking if required to a separate document with a more detailed description or inventory of improvements]

Break Option: [insert any options granted to tenant to terminate the lease before the end of the lease term including the effective date of break, required advance notice, and payment of penalties (if any) to landlord]

Renewal Option: [insert any options granted to tenant to renew the office premises including the number of lease terms, the advance notice, and method for calculation of rent increase].

Expansion Option: [insert any options granted to tenant to lease additional office space in

FIG. 17A

the building or buildings in which the offices are located, including any rights of refusal to lease additional space].

Charges: [insert rent cost per m² in local currency and convert to \$ per sq. ft. of any operating expenses to be paid by tenant for use of office space]

Parking: [insert the number of parking spaces to be rented and the annual cost per space in local currency and convert to \$ per sq. ft.]

Termination: [insert the condition in which the tenant must leave the premises upon termination of the lease, choosing among a) return the premises to the landlord in good condition, reasonable wear and tear excepted, b) return the premises to the landlord in its original condition with no allowance for reasonable wear, or c) other condition to be mutually agreed.]

This proposal is subject to the approval of [insert company name of tenant] corporate management. **Under no circumstances shall this proposal constitute a binding legal commitment on behalf of [insert company name of tenant] to lease the above premises.**

Please confirm in writing that the above proposed terms and conditions are acceptable.
Thank you.

Best regards,

Joe Smith

Done

FIG. 17B

**Global Lease Link
Project Number xxxx
Preliminary Project Schedule**

I.	Confirm Lease Proposal & Agree Schedule	23 Jun 2000
II.	Resolve Outstanding Business Issues	30 Jun 2000
III.	Agree Lease Deliverables	01 Jul 2000
IV.	Define Tenant Environment	07 Jul 2000
V.	Finalize Legal Documents	10 Jul 2000
VI.	Obtain Approvals and Execute Documents	15 Jul 2000
VII.	Complete Landlord Works	15 Aug 2000
VIII.	Complete Tenant Works	30 Sep 2000
IX.	Issue Best Practice Report	07 Oct 2000

FIG-18

Local Service Provider- Architect/Interior Designer
Request for Proposals
Scope of Services

Phase I: Space Programming and Adjacencies

XXX has prepared a one-page program summary. Architect will meet XXX to review this document and discuss adjacencies. Maximum cost not to exceed LC xxxxx

Phase II: Preliminary Plan and Building Survey

Architect will visit two buildings and receive preliminary CAD space plans for each. Architect will prepare "block plans" for XXX's review. Based upon XXX's feedback and comments, Architect will revise plans and make a preliminary fit of furniture using generic templates that approximate current and required furniture. Architect will review building systems and other base building specifications and, based upon XXX's needs, advise if any problems are anticipated.

Phase III: Preliminary Specification and Cost

Based on an agreed preliminary plan, Architect will prepare a 2 to 3 page summary of required works including partitions, carpeting, ceiling, electrical distribution and lighting requirements, and air-conditioning/ventilation needs (normal except for server room), along with preliminary quantities and cost. Architect will estimate the time to complete these works. Architect will not specify server or telephone systems.

Phase IV: Review of Landlord Proposal and Cost Estimates

Architect will meet with landlord to review their response to specifications and will prepare an estimated cost for work not included in landlord's "building standard" fitout.

Phase V: Preparation of Lease Documents

Architect will prepare detailed plans of works to be completed by landlord including partition, ceiling/lighting, electrical, and ventilation plans along with quantity measurements. Architect will provide a written specification of landlord's work including interior finishes. Architect will prepare a furniture plan based upon an inventory to be provided by XXX. Assume that all requirements for furniture shall be competitively bid to local vendors, and that Architect shall not accept compensation from any furniture vendors.

Phase VI: Project Monitoring and Coordination

Landlord will be responsible for a turnkey delivery of XXX's fitout requirements. Architect will inspect progress of works and report any difficulties. Architect will also coordinate schedule for delivery and installation of XXX's furniture, data cabling, telecomm, and security systems.

Phase VII: Handover of Premises

Prior to occupancy, Architect will accompany XXX on a final inspection of premises to accept the landlord works and/or agree on a defects list.

FIG. 19A

Phase VIII: Relocation Management

Architect will coordinate all aspects of the move into the new premises including moving schedules, and relocation (if any) of furniture, telephone and server systems. Architect will indicate if they do not provide this service.

FIG-19B